

**30 DECEMBER 1998**



**Personnel**

**VANDENBERG AIR FORCE BASE  
QUARTERLY AND ANNUAL AWARDS  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction sets forth eligibility criteria, submission, and selection procedures for enlisted personnel, company grade officers, and civilian personnel, who take part in the Vandenberg Air Force Base (AFB) Quarterly and Annual Awards Program. It describes responsibilities and procedures on how to submit deserving individuals for awards. This instruction implements AFI 36-2805, Special Trophies and Awards, and applies to all military and civilian personnel assigned to Vandenberg AFB. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and or maintain the records prescribed in this publication are 10 U.S.C. 8013. Systems of Records Notice F900 AFMP, Awards and Decorations, applies. **Attachment 1** is a Glossary of References and Supporting Information. **Attachment 2** is a Sample Enlisted Nomination Memorandum, **Attachment 3** is a Sample Biography, **Attachment 4** is a Sample Civilian Nomination Memorandum, and **Attachment 5** is a Sample Justification. "The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management - Developing and Processing Forms*, affects this publication."

**SUMMARY OF REVISIONS**

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

**1. Responsibilities:**

- 1.1. The Wing Commander (30 SW/CC) is final approval authority for all awards.
- 1.2. The Vice Commander, (30 SW/CV) chairs the Civilian Awards Selection Board and approves the final selections for the appropriate awards.

1.3. The Public Affairs Office (30 SW/PA) provides publicity and news media coverage for award events and programs.

1.4. The Senior Enlisted Advisor (30 SW/CCC) is the releasing authority for all awards winners and appoints the chairpersons for the Enlisted Awards Program.

1.5. The Protocol Office, (30 SW/CCP) makes arrangements for distinguish visitors, colonels and general officers attending awards ceremonies.

1.6. Unit commanders and staff agency chiefs approves nomination packages.

**2. Program Responsibilities.** Unit commanders organize and manage unit awards programs and awards to support the base program. The following offices have specific responsibilities to support and administer the base program.

2.1. Public Affairs (30 SW/PA).

2.1.1. Publicizes both the quarterly awards luncheon and the annual awards luncheon/banquet.

2.1.2. Serves as the collection point for all nomination packages.

2.1.3. Provides appropriate media coverage for award winners.

2.1.4. Serves as point of contact for award benefits from the local community.

2.1.5. Prepares publicity necessary to solicit organization nominations for enlisted, civilian, and company grade officers (CGO) quarterly and annual programs.

2.1.6. Ensures the Senior Enlisted Advisor (30 SW/CCC) reviews and approves the award before releasing winner's names.

2.1.7. Obtain plaques for each winner.

2.2. The Protocol Office (30 SW/CCP).

2.2.1. Coordinates reservations and seating for all general officers, colonels, and distinguished visitors for all award luncheons and banquets.

2.2.2. Prepares and sends invitations to all general officers, colonels, and distinguished visitors for all awards luncheons and banquets.

2.3. Chairpersons, Enlisted Awards Program:

2.3.1. Select members for each enlisted selection board.

2.3.2. Advise board members of date, time, and location of selection board.

2.3.3. Notify nominees of date, time, and place of board.

2.3.4. Pick up nomination packages from 30 SW/PA and distribute them to the chairpersons of each selection board.

2.3.5. Deliver board results, winning packages, and biographies to 30 SW/CCC for 30 SW/CC approval.

2.3.6. Notify 30 SW/PA of the winner of each category.

2.4. Company Grade Officer Awards Program. The First Vice President of the Company Grade Officers Council (CGOC) implements the CGO Awards Program. The CGOC president periodically

evaluates and updates the program, as required. The First Vice President of the CGOC, or a designated representative, will:

- 2.4.1. Select members for each CGO selection board.
- 2.4.2. Advise board members of date, time, and location of selection board.
- 2.4.3. Notify units of nomination package due dates.
- 2.4.4. Notify nominees of the date, time, and place of the board and luncheon/banquet.
- 2.4.5. Pick-up nomination packages from 30 SW/PA and distribute them to each member of the selection board.
- 2.4.6. Facilitates the selection board process on the designated day.
- 2.4.7. Deliver board results, winning packages, and biographies to 30 SW/CCC for 30 SW/CC approval.
- 2.4.8. Notify 30 SW/PA of the winner.

2.5. Civilian Awards Program. The Chairperson is 30 SW/CV and must approve the final selection. The Civilian Personnel Flight (30 MSS/DPCE) is the OPR for all base and higher headquarters civilian awards. Civilian Personnel will:

- 2.5.1. Select members for each ad hoc committee.
- 2.5.2. Advise committee members of date, time, and location of selection board.
- 2.5.3. Pick up nomination packages from Civilian Personnel Office and distribute them to the chairperson of the ad hoc board.
- 2.5.4. Deliver board results, winning packages, and biographies to 30 SW/CCC for 30 SW/CC approval.
- 2.5.5. Notify 30 SW/PA of the winner of each category.

**3. Enlisted Quarterly Awards Program.** This program recognizes enlisted personnel who have performed their military duties and served their community in a continually outstanding manner during a particular quarter. Quarterly awards are offered in three categories: Airman, Noncommissioned Officer (NCO), and Senior NCO of the Quarter.

3.1. Eligibility. The nominee must meet the following criteria:

- 3.1.1. Be permanently assigned to a unit or agency on Vandenberg AFB.
- 3.1.2. Be serving in the applicable grade on the last day of the award period.
- 3.1.3. Meet the standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFI 40-502, *The Weight Management Program*.
- 3.1.4. First Sergeants are eligible for the First Sergeant of the Year category only.

3.2. Nomination Procedures:

- 3.2.1. Units may nominate one individual for each category.
- 3.2.2. Nominee and commander will sign nomination cover memorandum as being reviewed for accuracy (see [Attachment 2](#)).

3.2.3. Submit nominations on an AF Form 1206, **Nomination for Award**. Quarterly submissions will not exceed the front page of the AF Form 1206. Specific achievements and accomplishments must have occurred only during the quarter in which the nomination is submitted. Use bullet statements for justification in the following categories. Possible point values are as indicated:

**3.2.3.1. "Leadership and Job Performance in Primary Duty."** To include the development of new techniques, and implementation of quality principles, must have contributed significantly to increased mission effectiveness during the recognition period (0 - 50 points).

**3.2.3.2. "Leadership Qualities (Social, Cultural, and Religious Activities)."** Contribute tangibly or intangibly to the military/civilian community's welfare, morale, or status during the recognition period (0 - 10 points)

**3.2.3.3. "Significant Self-improvement Efforts."** On/Off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the recognition period (0 - 10 points).

**3.2.3.4. "Other Accomplishments."** The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade (0 - 10 points).

**3.2.3.5. "Articulate and Positive Representative of the Air Force."** Demonstrated ability as an articulate and positive enlisted member of the Air Force, during the recognition period (0 - 5 points).

3.2.4. Nominees will appear before a selection board in service dress uniform.

3.2.5. Handcarry one original and four legible copies of the nomination packages to include one current Ribbons in Order of Precedence report of individual person (RIP) and short biography (see [Attachment 3](#)) to 30 SW/PA. First, second, and third quarter packages must arrive by close of business (COB) on the fifth duty day of the subsequent quarter. Fourth quarter packages should arrive on or before 15 December.

3.3. Selection Boards. Three selection boards will convene each quarter (one for each of the three categories).

3.3.1. Selection board chairpersons should be selected on a rotating or voluntary basis, preferably a Chief Master Sergeant.

3.3.2. Each selection board will include three board members. The Enlisted Awards Program Chairpersons will appoint these members based on the following rank criteria:

3.3.2.1. SNCO Board: SMSgt or above, preferably all Chief Master Sergeants.

3.3.2.2. NCO Board: MSgt and above.

3.3.2.3. Airman Board: SSgt and above.

3.3.3. Each board chairperson will assign their board members a topic for questions to be used at the selection board. Questions should be designed to elicit opinions (NO Promotion Fitness Examination (PFE) TEST) on important issues allowing the nominee to organize thoughts quickly and demonstrate both their thought process and communicative skills.

3.3.4. Scoring: Two categories will be scored by the selection board. Possible point values are as indicated:

**3.3.4.1. "Personal Appearance."** (0 - 10 points).

**3.3.4.2. "Communication Skills."** (0 - 5 points).

3.4. Awards Benefits. Nominees selected as the Quarterly Award winners will receive the following:

3.4.1. An engraved plaque.

3.4.2. Announcement of their selection at the Quarterly Awards Luncheon.

3.4.3. Other honors as appropriate.

**4. Company Grade Officer Quarterly Awards Program.** This award is given quarterly to recognize specific CGOs for outstanding achievement and superior duty performance within that specific quarter that result in significant contributions to the mission of their units and the United States Air Force. This program is applicable to all units/agencies at Vandenberg AFB who have CGOs assigned.

4.1. Nomination Procedures:

4.1.1. Units may nominate one individual.

4.1.2. Submit nominations on an AF Form 1206. Quarterly submissions will not exceed the front page of the AF Form 1206.

4.1.3. Nominee and commander will sign nomination cover memorandum as being reviewed for accuracy.

4.1.4. Handcarry one original and five legible copies of the nomination package, one biography (see [Attachment 3](#)) in sealed envelopes to 30 SW/PA. First, second, and third quarter packages must arrive by COB on the fifth duty day of the subsequent quarter. Fourth quarter packages should arrive on or before 15 December.

**4.1.5. Nominees must not be major selectees.**

4.2. Selection Board.

4.2.1. The committee evaluates candidates for CGO of the quarter. As a minimum, the committee should consist of four members holding the rank of colonel, GS14/15, and the past CGOQ winner.

4.2.2. The board evaluates each nominee based on information provided on the AF Form 1206 and an oral interview. The competition will be based on the following 100 point scale:

0 - 40 Points--Leadership and Job Performance in Primary Duty.

0 - 15 Points--Leadership Qualities (Military/Community Involvement).

0 - 10 Points--Air Force or Civilian Awards, Prizes, Titles, etc.

0 - 10 Points--Academic, PME Record and Self-Improvement Efforts.

0 - 25 Points--Oral Interview.

4.3. Awards Benefits. Nominees selected as the Quarterly Award winners will receive the following:

4.3.1. An engraved plaque.

4.3.2. Announcement of their selection will be made at the Quarterly Awards Luncheon.

4.3.3. Other honors as appropriate.

**5. Civilian Quarterly Awards Program.** Quarterly awards for civilian employees are offered in two categories: Category I is for all GS 1-8, WG/WL 01-10 and WS 01-02 employees; Category II is for all GS/GM 9-14, WG/WL 11 and above, and WS 03-18 employees. The basis for the nomination is outstanding job performance and accomplishments during a specific quarter.

5.1. Eligibility Criteria:

5.1.1. Must be serving on a permanent appointment.

5.1.2. Must be assigned to the nominating unit for the entire period of the nomination.

5.1.3. Must be holding the permanent grade in the category for which nominated.

5.2. Nomination Procedures:

5.2.1. Units may nominate one individual for each category.

5.2.2. Nominee and commander will sign nomination cover memorandum as being reviewed for accuracy (see [Attachment 4](#)).

5.2.3. Use AF Form 1206 to submit nominees for awards. Attachments or continuation sheets are not allowed and will not be considered. Specific achievements and accomplishments must have occurred only during the quarter in which the nomination is submitted. Use only bullet statements for justification in the following categories:

5.2.3.1. Job Performance to include implementation of quality principles (0 - 30 points).

5.2.3.2. Self Improvement (0 - 10 points).

5.2.3.3. Other Accomplishments/Recognition (0 - 10 points).

5.2.4. Handcarry one original and three legible copies of the nomination package, one biography (see [Attachment 3](#)) in a sealed envelope to 30 MSS/DPCE, Bldg. 11177, 1031 California Blvd., Suite C, Vandenberg AFB CA 93437-6252. First, second, and third quarter packages must arrive by COB on the fifth duty day of the subsequent quarter. Fourth quarter packages should arrive on or before 15 December.

5.3. Selection Boards. An ad hoc committee will convene each quarter. The committee will consist of high level management officials (GS-13 and above or lieutenant colonel and above) whose organization does not have a nominee for that quarter. The Chairperson is 30 SW/CV who will approve the final selection.

5.4. Award Benefits. Civilians are not eligible to receive any gifts contributed from the local community. Each quarterly award winner will receive the following:

5.4.1. An engraved plaque.

5.4.2. A Notable Achievement Award (NAA) in the amount of \$200 and 8 hours Time Off Award (TOA). This award is contingent on the availability of funds.

5.4.3. Announcement of their selection will be made at the Quarterly Awards Luncheon.

5.4.4. Supervisors of the quarterly award winner must submit an AF Form 1001, **Awards Recommendation Transmittal**, accompanied by a written justification and certification for TOA (see

**Attachment 5).** In addition an AF Form 1001 must be submitted for the Notable Achievement Award.

**6. Annual Awards Program.** The annual awards program recognizes active duty and civilian members who have performed their military duties and served their community in a sustained outstanding manner during the past calendar year (1 Jan - 31 Dec). Nominating categories are Senior NCO, NCO, Airman, CGO, Civilian, and First Sergeant of the Year.

6.1. Enlisted Annual Awards. The same format, nomination, and selection criteria used for quarterly awards will be used for annual awards except annual nominations will allow the use of both the front and back of the AF Form 1206. **NOTE:** The annual Vandenberg AFB Airman, Noncommissioned Officer, and Senior Noncommissioned Officer winner will be the nominee for the AFSPC level awards competition. If a non AFSPC competitor is selected as the Vandenberg AFB winner for the year, then the highest placing AFSPC competitor will be the nominee for AFSPC level competition. The nominee's commander must concur with the nomination. Annual award winners will be honored at an award luncheon/banquet. Annual nomination package due dates will be announced by letter. Handcarry all nominations. Enlisted annual awards boards should convene on or before the 16th work day in January in order to meet 14th Air Force annual awards suspense.

6.2. CGO Annual Award. The winner of each quarterly award competition may be nominated for the annual award. Each group, associate unit and the wing staff may nominate one additional deserving CGO by completing an annual awards submission package. **NOTE:** The annual Vandenberg AFB CGO winner will be the nominee for the AFSPC level CGO of the Year. If a non AFSPC competitor is selected as the Vandenberg AFB CGO of the Year, then the highest placing AFSPC competitor will be the nominee for AFSPC level CGO competition. The nominee's commander must concur with the nomination for CGO of the Year. The same format, nomination, and selection criteria used for quarterly awards will be used for annual awards. Annual awards winners will be honored at an award luncheon/banquet. Annual nomination package due dates will be announced by memorandum. Annual submissions are authorized a maximum both the front and back of the AF Form 1206. Handcarry all nominations.

6.3. Civilian Annual Awards. Nominees for the annual award must have been assigned to Vandenberg AFB and the current nominating unit for at least six months to be eligible for nomination. The categories, format, nomination, and selection criteria used for quarterly awards will be used for annual awards. Annual award winners will be honored at an award luncheon/banquet. Annual award winners will receive the same awards/recognition as the Civilian of the Quarter. The Civilian of the Quarter for each of the four quarterly award competitions should be nominated. The organization may nominate another individual in addition to these. Annual nomination package due dates will be announced by memorandum. Handcarry all nominations to 30 MSS/DPCE.

6.4. First Sergeant of the Year. Submit First Sergeant of the Year nomination packages to 30 SW/CCC by the fifth duty day of the new year. The selection process will be interview and/or records review only as determined by the 30 SW/CCC. The First Sergeant of the Year will be recognized at the annual awards luncheon/banquet and will receive the same award benefits as other annual enlisted

winners. Nomination and format procedures are outlined in AFI 36-2805. Detailed nomination criteria will be announced by memorandum from the 30SW/CCC.

CHARLES E. PHILLIPS, Colonel, USAF  
Vice Commander



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 37-132, *Air Force Privacy Act Program*

AFI 40-502, *The Weight Management Program*

*Abbreviations and Acronyms*

**AFSC**—Air Force Specialty Code

**AFSPC**—Air Force Space Command

**COB**—Close of Business

**CGO**—Company Grade Officer

**CGOC**—Company Grade Officer Council

**CGOQ**—Company Grade Officer of the Quarter

**GS**—General Schedule

**GM**—General Manager

**NAA**—Notable Achievement Award

**NCO**—Noncommissioned Officer

**PFE**—Promotion Fitness Examination

**PME**—Professional Military Education

**RIP**—Report of Individual Person

**SNCO**—Senior Noncommissioned Officer

**TOA**—Time Off Award

**USAFSE**—USAF Supervisory Examination

**WG**—Wage Grade

**WL**—Leader Grade

**WS**—Supervisory Grade

*Terms*

**Airmen**—Personnel in grades Airman Basic through Senior Airman.

**NCO**—Personnel in grades Sergeant through Technical Sergeant.

**Senior NCO**—Personnel in the grades Master Sergeant through Chief Master Sergeant.

**First Sergeant**—Personnel awarded the 8F000 Air Force Specialty Code (AFSC) and serving as a first sergeant for any organization on Vandenberg AFB.

**Company Grade Officer**—Personnel in the grades Second Lieutenant through Captain.

**Civilian Personnel**—Federal Appropriated Civilian Employees only.

**Chairpersons, Enlisted Awards program**—Appointed by Senior Enlisted Advisor (30 SW/CCC).

**Close of Business**—End of duty day 1630.

**Ribbons in Order of Precedence**—PC III generated Report of Individual Person (RIP).

**Quarterly Periods—First Quarter** ..... 1 Jan - 31 Mar

**Second Quarter** ..... 1 Apr - 30 Jun

**Third Quarter** ..... 1 Jul - 30 Sep

**Fourth Quarter** ..... 1 Oct - 31 Dec

**Attachment 2**

**SAMPLE ENLISTED NOMINATION MEMORANDUM**

Date: \_\_\_\_\_

MEMORANDUM FOR 30 SW/EAF

FROM: 30 OSS/CC

555 13th Street, Suite "A"

Vandenberg AFB CA

SUBJECT: Nomination for Airman, NCO, SNCO of the Quarter/Year 1st Sergeant of the Year

1. Name of Award: Airman, NCO, SNCO, First Sergeant of the Year/Quarter
2. Inclusive Dates: 1 Jan - 31 Mar, 1 Apr - 30 Jun, 1 Jul - 30 Sep, 1 Oct - 31 Dec for Quarterly; 1 Jan - 31 Dec for Annual.
3. Nominee: John J. Doe
4. Rank: Airman First Class
5. Organization 30th Space Wing
6. Duty Phone: 6-5555
7. Nominator: Individual actually nominating.
8. Duty Phone: 5-6666
9. In accordance with AFI 37-132 this document contains personal information, the disclosure of which may constitute an unwarranted invasion of privacy.

I certify that the information provided on AF Form 1206 is accurate.

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Nominee Signature

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Commander's Signature

**Attachment 3**

**SAMPLE BIOGRAPHY**

**BIOGRAPHY**

STAFF SERGEANT JOHN R. DOE

555-55-5555

Staff Sergeant John R. Doe is an Information Management Journeyman assigned to the 30th Mission Support Squadron, 30th Space Wing, Air Force Space Command, Vandenberg Air Force Base, California. He is 28 years old.

Sergeant Doe entered the Air Force in 1986. After completing Basic Military Training at Lackland AFB, Texas, he was sent to Keesler AFB, Mississippi where he successfully completed the Information Management Specialist course. His assignment history includes a tour at Ellsworth AFB, South Dakota, George AFB, California, and his current assignment here at Vandenberg AFB California.

Currently, Sergeant Doe duties as NCOIC, Operations Information Management include reviewing/processing enlisted/officer performance reports, awards and decorations, internal and external suspense's both classified and unclassified and providing information management support to the Commander and 150 military and civilian personnel.

Sergeant Doe's awards include the Air Force Achievement Medal with 2 oak leaf clusters and the Air Force Commendation Medal.

Sergeant Doe is married and has three children. He enjoys fishing, baseball and hunting.

**Attachment 4****SAMPLE CIVILIAN NOMINATION MEMORANDUM**

Date: \_\_\_\_\_

MEMORANDUM FOR 30 SW/EAF

FROM: 30 OSS/CC

555 13th Street, Suite "A"

Vandenberg AFB CA

SUBJECT: Nomination for Civilian of the Quarter/Year

1. Name of Award: (Either I or II)
2. Inclusive Dates: 1 Jan - 31 Mar, 1 Apr - 30 Jun, 1 Jul - 30 Sep, 1 Oct - 31 Dec for Quarterly; 1 Jan - 31 Dec for Annual.
3. Nominee: John J. Doe
4. Pay Plan, Series, and Grade: GS-0123-08
5. Organization 30th Space Wing
6. Duty Phone: 6-5555
7. Nominator: (Name of first or second level supervisor)
8. Duty Phone: 5-6666
9. In accordance with AFI 37-132 this document contains personal information, the disclosure of which may constitute an unwarranted invasion of privacy.

I certify that the information provided on AF Form 1206 is accurate.

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Nominee Signature

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Commander's Signature

**Attachment 5****SAMPLE JUSTIFICATION**

JUSTIFICATION: During the period 2 January through 30 April 1993 the Quality Assurance Flight has operated with only one of three Quality Assurance Assistants. Ms. Smith has assured mission accomplishment during this difficult period by completing the additional workload of two other sections while maintaining her own section workload. Specific non-recurring additional major projects completed were; The Master Surveillance Plan for the surveillance of Major Service Contracts at the 30th Space Wing, The 30th Space Wing Supplement 1 to SR 74-1, the Vandenberg In-Plant Quality Assurance Program Guide, and the Quality Assurance Information System Guide. Special emphasis on projection completion during manpower loss and a hiring freeze is exemplary of Ms. Smith's work ethic. The difficult period of additional work shows no sign of changing, and neither does Ms. Smith's superb attitude.

CERTIFICATION: "I have considered the cost of this time off award in lost production time and have determined that the benefits realized by the Air Force from the employee's contributions support the amount of time off recommended. I have also considered the unit's workload and unit employee leave projections and certify that this employee will be able to schedule the time off in addition to other projected leave no later than 07 July 1993. I have also considered other available forms of recognition and cash awards in determining the amount of this TOA. I certify that the total number of hours that his employee has been granted for a TOA during the current leave year does not exceed 80 hours."